

Health, Welfare and Safety Policy

Contents

- 1. Policy Statement**
- 2. Statement of principles**
- 3. Implementation**
- 4. Health & Well-being**
- 5. Management Systems**
- 6. Responsibilities and Duties**
- 7. Supporting Policies, Procedures and Documents**

1. Policy Statement

ISOteaching aims to ensure safe systems of working, reduce risk for all staff and student learners, whilst promoting the health and well-being of all staff and learners, by providing adequate and sufficient information, instruction, training and supervision.

2. Statement of Principles

ISOteaching accepts responsibility for the health, safety and welfare of its staff and learners under the terms of the Health & Safety at Work Act 1974. As far as it is reasonably practicable, ISOteaching will:

- ensure all activities take place in a safe, secure and healthy working and learning environment.
- utilise appropriate modes of provision and maintain COVID secure operations whilst there remains a risk from the pandemic.

- demonstrate an ongoing commitment to improving and promoting health and well-being for all learners and staff, and to comply with relevant legislation, regulations and best practice
- operate a no-smoking policy for staff (including e-cigarettes)
- encourage young people to choose not to smoke (even where an activity site has designated smoking areas)

3. Implementation

As far as it is reasonably practicable, ISOteaching will ensure activities take place in a safe and secure environment. Assessments, inspections and audits of activity sites will be undertaken with risk assessments checked and reviewed where necessary.

Lead tutors use their own vehicles for purposes of transporting learners. They hold fully comprehensive business use insurance to cover transportation of learners and submit documents of insurance to ISOteaching before any learner can travel with them. Staff are asked to confirm and sign continuation or update of these arrangements on a fortnightly basis.

Directors of ISOteaching will ensure that there are effective channels of communication for the health, safety and welfare of its employees and representatives through regular meetings and the circulation of notes where necessary. To comply with legislation all notifiable incidents are reported to the Health & Safety Executive.

ISOteaching will promote a safe learning environment for all staff and learners and ensure that appropriate arrangements are in place to protect staff and learners from harm. This is reflected in the ratio of staff working with individual learners, and in accordance with the specific Local Education Authority guidance given in the initial student discussion/meeting.

With all activities undertaken, staff will involve learners and encourage the development of risk awareness. Furthermore, staff will involve learners in the risk management process.

All staff will be adequately instructed and trained on health and safety issues that affect them, and the safe working practices that should be followed. Training is regularly updated.

ISOteaching has a Safeguarding Policy with supporting procedures in place for the reporting of abuse.

4. Health and Well-being

ISOteaching will always promote health and well-being for all learners and staff. Staff always encourage young people in healthy choices and healthy options throughout the session; this includes any food and snacks that are purchased by staff for both staff and learners

ISOteaching will encourage healthy lifestyles by providing information, raising awareness, and where appropriate, providing support to help learners and staff take positive measures to consider their health and well-being. Peer support networks are developed in order to take measures to manage stress for employees in the workplace.

The Directors of ISOteaching will assess occupational health risks. All staff should be made aware of the occupational health risks that affect their work. ISOteaching will act to prevent, reduce or control occupational health risks to an acceptable level and reduce the potential for ill health.

5. Management Systems

ISOteaching has management systems to ensure good practice based on HSE Health & Safety management guidance.

ISOteaching records all incidents which contravene or compromise Health and Safety. Where appropriate an incident investigation will be undertaken by the Director(s). Any accidents and near misses are recorded to drive improvement in health and safety management and investigate when appropriate. Any lessons learned from such events will be used to take corrective action to avoid reoccurrences.

6. Responsibilities and Duties

Staff, learners and visitors have a responsibility to:

- comply with 'safe systems of work' or any other health and safety instructions that will safeguard themselves and others
- report accidents, incidents and near misses
- co-operate and promote safety at work and report and consider their own and others health and well-being and report issues with any equipment, tools or systems of work

They should not:

- undertake any action or activity which could place themselves or others at increased risk of injury or harm
- willfully damage ISOteaching property, or that of organisations associated with ISOteaching provision (e.g. Placement experience properties) that could endanger themselves and others

ISOteaching Directors have a responsibility and duty to support the implementation and monitoring of this policy. This policy will be reviewed and updated as appropriate on a regular basis.

ISOteaching Directors have overall responsibility for ensuring compliance with health & safety legislation and for implementing procedures to ensure compliance with this Policy.

7. Supporting Policies, Procedures and Documents

Behaviour and Communication Policy

Safeguarding Policy

Whistle-blowing Policy

Policy adopted:	August 2018
Date of review:	September 2021
Date of next review:	September 2023